

## Steering Committee Meeting Agenda - March 31, 2014

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### Pemberton Main Street Plaza

#### Proposed Agenda

- 7:00-7:15      Introductions/Announcements/Agenda
- 7:15-7:45      Shaping Next Meeting - where, when, what focus  
What Date – last week in April (mon/tues) April 28, 29  
Where – Pass out locations table  
What Focus: At least vote on draft mission statement...  
How can we make it exciting and FUN?
- 7:45-8:00      Turnout for next meeting  
Who do we want to reach? How do we get the word out?
- 8 – 8:30        Brainstorming and strategy for creating a mission statement  
What are the common values – handout mission, past notes  
What are common values in Recommendations?  
Goal: 3 sentences maximum
- 8:30- 9:00      Steering Committee Purpose & Role  
Roles and interests of steering committee members  
Need: Co-facilitators or co-chairs  
Secretary  
Treasurer
- Who can do what by when?  
Can you help: write mission statement, help to get the word out,...
- Do we need to meet again before the next meeting? Check in phone call?

#### Desired Meeting Outcomes:

- Brainstorm and plan how to create a draft mission statement
- Shape next larger group meeting
- Talk about steering committee purpose
- Better understand each others strengths, interests, roles in group
- Decide on regular meeting time and place (e.g. 1<sup>st</sup>, 2<sup>nd</sup> Tuesday) for next months to chart the course